



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
4-JCF-6E-14**

CHAPTER: Professional Development

AUTHORITY: KRS 15A.065

**SUBJECT: Training Registration, Training
Record, Outside Training, & Requests for
Training**

POLICY NUMBER: DJJ 504

TOTAL PAGES: 3

EFFECTIVE DATE: 4/1/13

APPROVAL: A. Hasan Davis, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) Training Branch shall provide a system for the request, registration, attendance, recording, and tracking of participation in training events.

II. APPLICABILITY

This policy shall apply to all DJJ programs, offices, and staff.

III. DEFINITIONS

Refer to Chapter 500

IV. PROCEDURES

A. Training Registration

1. The Training Branch shall send electronic notification to staff regarding upcoming training events. Priority shall be given based on:
 - a. Relevance of training to the employees job classification; and
 - b. Timeliness of registration.
2. Confirmation of registration shall be sent to the individual employee, supervisor, or administrative manager.
3. After confirmation of registration and up to 24 hours prior to the scheduled training, it shall be the responsibility of the employee or their supervisor to cancel the registration. Staff shall not cancel within 24 hours of a scheduled training, except in unforeseen circumstances. Staff canceling within 24 hours shall require

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a written explanation from the direct supervisor of the employee to the Training Branch Manager or designee within 48 hours of the scheduled training.

4. Staff lodging and meals reimbursement shall occur as referenced in DJJPP Chapter 1.
 5. If an unforeseen circumstance occurs after lodging arrangements have been made for an employee, it shall be the responsibility of the employee or their supervisor to contact the Training Branch Manager or designee to cancel lodging arrangements. After office hours or on weekends, the employee or their supervisor shall contact the hotel directly to cancel arrangements and shall require a written explanation to the Training Branch Manager or designee.
- B. Training Record
1. Staff attending a training event shall be required to sign an attendance log.
 2. A training record shall be maintained for each staff in the training record system.
- C. Outside Training
1. The Division Director shall approve requests that are relevant to the employee's job classification and do not duplicate current training offered by the Training Branch. Copy of approved requests shall be forwarded to the Training Branch within 14 days of the training date.
 2. Employees may submit request for training credit for college courses to the Training Branch Manager.
 - a. The employee shall be required to submit verification of hours and course completion to the Branch Manager.
 - b. Training credit for college courses shall be calculated as 10 hours for every college credit, except DJJ Certification Courses which are given actual training hours.
 - c. Upon approval, completion and verification of college course, training credit hours shall be recorded in the training record system.
 3. Employees desiring to attend a conference or training event outside of DJJ shall first seek approval through supervisory chain in accordance with DJJPP Chapter 1. Approval by the Training Branch shall only be necessary if training credit is requested.
 - a. Training credit for conferences, seminars or other events shall be awarded based upon documentation of training attendance.
 - b. Upon approval, completion and verification of attendance at conferences or outside training events, training credit hours shall be recorded in the training record system.

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D. Requests for Training

1. DJJ administrative managers may request:
 - a. Training credit be awarded for training to be provided by DJJ staff.
 - b. A specific training curriculum outside the Training Plan be developed and implemented by the Training Branch.
 - c. Training shall be given on-site or at a regional location.
2. All such requests, with supporting justification, shall be submitted in writing to the Training Branch Manager.
3. The Training Branch Manager, in collaboration with the Department of Professional Development Director shall make a decision, or may choose to bring the request before the Department Advisory Training Committee for discussion and decision.
4. If approved, the Training Branch Manager shall work directly with the requesting administrative manager to implement the training.

I. MONITORING MECHANISM

The Division of Professional Development Director, Quality Assurance Branch, and Training Branch Manager shall monitor this policy on an annual basis.